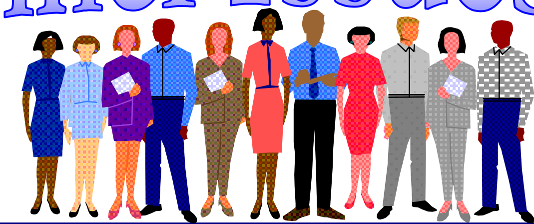
Personnel Issues & You



UPPS Newsletter 2002-3 **March 1, 2002**

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Personnel Cabinet Web Site
http://www.state.ky.us/
agencies/personnel/
pershome.htm

Returning Retirees Authorization Form

For your convenience, an authorization form for returning retirees is included in this issue. Whenever a retiree returns to state employment, the signature of the Cabinet Secretary is required, however, the P-1 can be expressed if we receive supporting documentation with the Cabinet Secretary's signature. This form is offered as a suggestion in these cases. All information on this form is needed by the Personnel Cabinet to process the P-1, however, you may want to adapt this form to fit your needs if your agency requires additional information. The form can also be found in the Personnel Processing Manual on page 6.46.

Payroll Requests Must be in Writing

Effective immediately, ALL requests that are made to the Payroll Branch MUST be made in writing. This can be by e-mail, mail or FAX. Our office will no longer make a payroll change, check stop/pull/strip, refund money, print a report or issue a health insurance refund without a written request. We also want to remind you at this time that e-mail is not a secure means of communicating confidential information. Any confidential information such as social security number, home address, etc. should be communicated via fax or (messenger) mail. The Payroll Branch fax number is 502-564-5826.

INSIDE THIS ISSUE

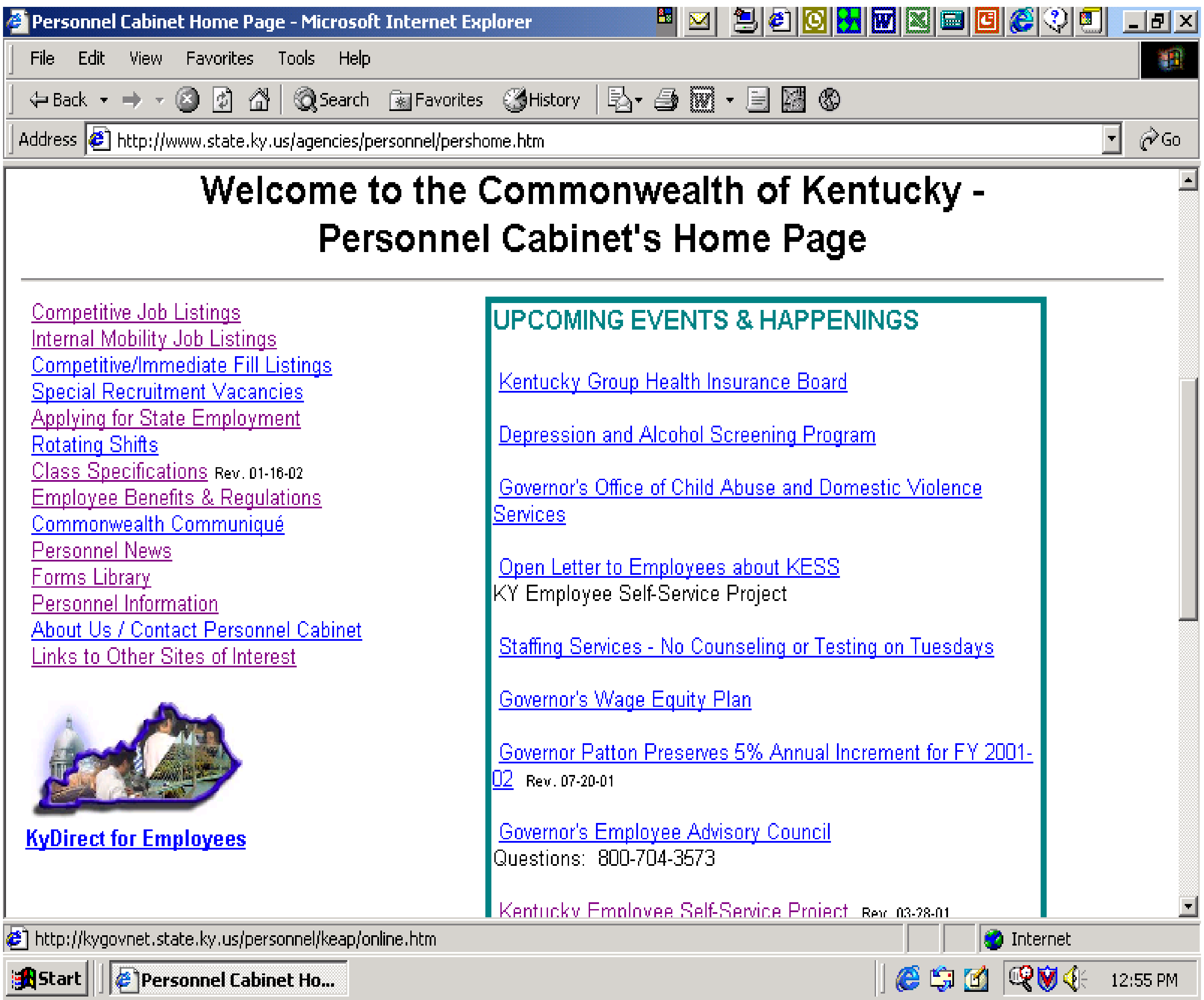
Revised Direct Deposit Form

Recently there has been an increase in direct deposit forms with incorrect information that causes the deposit to be returned resulting in minimum delay of seven (7) days in the payroll deposit. A revised direct deposit form is enclosed. The new form must be completed by the financial institution receiving the funds. Voided checks or deposit slips are no longer acceptable for setting up direct deposit. Please discard any forms you now have and begin using this revised form immediately. If you have any questions, contact Donna Parker at 502 564-6883, ext. 2515.

Welcome to Our Web Site

Anyone that works with personnel and/or payroll issues should be familiar with the Personnel Cabinet's web site. By selecting various links on the home page, shown below, you can access the Employee Handbook, Employee Performance Evaluation information, KAR 101, KRS 18A, the Personnel Processing Manual, Health Insurance Administration Manual, Payroll Schedules, FLSA Exempt Test, Personnel Memos, PTL Manual, no less than thirty (30) different personnel related forms, listings of personnel & payroll staff, and health insurance coordinators. This is just the tip of the iceberg of what is available to you through this web site. The best part of all this information is that it is up-to-date so you don't have to wonder if the last update was filed in a manual.

In future issues of *Personnel Issues & You*, we will feature specific web pages, but until then, why not go to http://www.state.ky.us/agencies/personnel/pershome.htm and check it out? The site is constantly being updated so if you haven't seen it lately, you may find something new.



Annual Leave Award FAQs

Employee Performance Evaluation

It is important that payroll officers work closely with the agency evaluation liaison when taking necessary payroll actions to award leave earned as a result of employee performance evaluations. Below are some frequently asked questions that may be helpful.

1. **When will the leave earned as a result of performance be awarded to eligible employees?**

   April 30th of each year.

   Note: This will require agencies to enter all necessary information on the on-line monitoring system no later than April 1st of each year. The Office of Performance Management will stress to all agencies the importance of entering the on-line monitoring information for the annual evaluation rating no later than April 1st of each year to document final ratings for the previous performance year. All monitoring information must be entered by April 1st to insure eligible employees receive earned leave on April 30th and it is reflected on their pay stub. This leave will be reflected separately from the accrued leave (annual, sick, comp) which is reflected on the April 15th pay stub.

2. **Will employees be notified individually that leave has been awarded? If so, who will inform them?**

   Yes, employees will be informed of when they will receive their leave by their supervisor at the annual evaluation meeting. Also, the Personnel Cabinet will communicate to employees the date performance leave is to be awarded. This information will be communicated in the following ways: Payroll Newsletter, Payroll Manual, The Communiqué, memos to agency evaluation liaisons, personnel directors, Personnel Council, Personnel Cabinet web site and other appropriate means.

3. **Who will make the necessary payroll transactions to award leave to each eligible employee?**

   The Governor's Office of Technology staff (Jeff Swinford) will provide the necessary information as reported on the on-line monitoring system in order for payroll to generate transactions to award leave to each eligible employees. Agencies will only be required to take necessary payroll actions to award leave when an employee is awarded leave as a result of a Personnel Board appeal decision.

4. **How will leave be awarded to employees who are awarded leave as a result of a Personnel Board appeal decision?**

   Each agency must take the necessary payroll actions to award this leave and also inform the Office of Performance Management of the board directed leave award in order to include the employee's new rating on the on-line monitoring system. The agency must take the appropriate action as soon as possible after they receive the Board's order.

   Note: The Office of Performance Management will also obtain all evaluation appeal decisions directly from the Personnel Board.

5. In cases where leave is not awarded correctly, how should the problem be fixed?

The agency's payroll division would take necessary actions to correct the problem. The agency evaluation liaison would also inform the Office of Performance Management.

6. Will agencies need to verify all leave earmarked for an employee prior to awarding the leave?

Yes, the Office of Performance Management will e-mail a confirmation notice to each agency liaison after April 1st to confirm the information entered into the on-line monitoring is correct.

7. Will leave be awarded to an employee who earns such leave at the end of a performance period but exits (retires, resigns, etc.) state government prior to the time leave is officially awarded? If yes, how will this be handled?

Yes, an employee who earns leave as a result of performance but leaves state government prior to the time leave is normally awarded shall be credited with the earned leave prior to leaving state government. This matter will be handled by the agency payroll officer who will take necessary actions to credit the employees leave balance and issue a supplemental check equivalent to the leave awarded to the employee.

The agency evaluation liaison must also report the employee's final rating on the on-line monitoring system and notify the Office of Performance Management that the employee's leave has been awarded due to their exit from state government. (Agencies will be responsible for checking annual leave balances to insure the employee does not exceed the amount where as such time would roll over to sick leave.)

Special Note 1: The Office of Performance Management will include a brief notice to state employees in the Communiqué prior to the year end evaluation. The notice may indicate the following: *"If you are an employee who is eligible for a year end evaluation but exits state government between January 1st and January 31st following the performance period, your supervisor must meet with you to complete your year end evaluation prior to your departure from state government. In cases where an eligible employee is evaluated and earns leave but exits state government prior to the time leave is officially awarded, the agency must take necessary actions to credit the employees leave balance and issue a supplemental check equivalent to the leave awarded. This is necessary in order for you to receive any annual leave you may have earned as a result of performance. If you leave state government employment before the performance period is over, you are not eligible to be evaluated and therefore will not be eligible for any award of annual leave."*

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Special Note 2:

DETAIL TO SPECIAL DUTY TO A NON-MERIT POSITION:

The Personnel Cabinet has decided that employees who are detailed to special duty to a non-merit position during a performance year should NOT be evaluated for that performance period UNLESS they complete BOTH required interim reviews prior to the detail to special duty. When this situation occurs, the supervisor must evaluate the employee's performance prior to the detail to a non-merit position. The resulting evaluation will serve as the annual evaluation. Employees detailed to a non-merit position who are eligible for and receive a year end evaluation resulting in an award of annual leave shall be awarded such leave on the same date as all other eligible employees (April 30th) .

Local Tax Updates

The City of Jamestown (05-16) local tax rate increased to 1% effective January 1, 2002. This is in addition to the Russell County (05-42) tax rate of .25%.

The Kenton County (18-60) local tax for calendar year 2002 will be 0.7097% for the first $25,000.00 in wages and 0.1097% for wages over $25,000.00 up to the FICA maximum of $84,900.00. The maximum amount due for any employee in Kenton County for 2002 is $243.14.

Additionally, three new cities have been added to Kenton County: City of Villa Hills (05-90), City of Lakeside Park (05-91), and the City of Bromley (05-92). These cities have a local tax rate of 1% which is in addition to the tiered Kenton County tax rate. These revisions will be added to the next Payroll Manual update.

February Payroll Council Meeting

As a means of sharing information relevant to agencies that are not members of the Payroll Council, this is the first of a continuing series of articles to report on items discussed at the monthly meetings.

- Agency Dues lists were passed out. Carol Kelien indicated if an employee does not want to renew, the deductions must be deleted by using a 99. Otherwise, the deduction would automatically re-activate.
- All 2002 W-2s will be mailed. This will eliminate unnecessary handling and potential delays.
- We are looking at the possibility of making the agency copy of W-2s available on Document Direct.
- Payroll officers need to work on the potential W-2 error report (PERW2LN1) on a monthly basis.
- We are working with Deferred Compensation to resolve deduction discrepancies.
- SAS-27s must be marked with red ink showing the year that is involved. It is very time consuming trying to figure out if the SAS is for the current or previous year.

If you have any questions please contact the Payroll Branch at 502-564-6883.

Commonwealth Communiqué Delivery Schedule

We appreciate your assistance in ensuring every employee receive their own individual copy of the Commonwealth Communiqué. To help you in this effort, here is a delivery and distribution schedule for the quarterly publication for the year:

Printer ships copies to agencies	April 22-23	July 22-23	Oct. 21-22	Jan. 21-22
Distribute to employees with paychecks	April 30	July 30	Oct. 30	Jan. 30

If you have any questions, or need additional copies, please contact Margaret Davis Harney, Communiqué editor, in the Personnel Cabinet at 564-3433 or margareta.harney@mail.state.ky.us.

AUTHORIZATION FOR RETURNING RETIREES

NAME ____________________________________

SSN _____________________________________

AGENCY __________________________________

EFFECTIVE DATE __________________________

POSITION NUMBER _________________________

TYPE OF APPOINTMENT:

________ PROBATIONARY

________ PERMANENT FULL-TIME

________ PERMANENT PART-TIME

________ INTERIM (LESS THAN 9 MONTHS)

________________________________ ________________

CABINET SECRETARY DATE

Commonwealth of Kentucky
Revised February 7, 2002

UPPS 15-W

DIRECT DEPOSIT FORM

Use this form to either begin (NEW—ONE ACCOUNT), (NEW—TWO ACCOUNTS), or stop (STOP/CHANGE). Please print all answers.

If you are applying to begin direct deposit, check with your bank or credit union to make sure it is a member of the Automated Clearing House (ACH). Banks, credit unions, and savings and loans can be members of ACH. **Your bank will need to complete item H & sign this form if you are applying for direct deposit or making changes to your account(s).** If you want to stop direct deposit, complete only Items A-C, F and I.

A. **EMPLOYEE NAME:** ______________________________ **B.** **SSN::** ____________________

C. **DEPT. OF:** ______________________________ **PHONE:**____________________

DIVISION: ______________________________ **UPPS CO#:** ____________________

Check only one of the boxes below as to which action you want taken on this application.

D. ☐ NEW-- ONE ACCOUNT — Check this box if you want to begin direct deposit. Complete Item G & I. Have your bank complete item H. Direct deposit will Start within six weeks from the time the paperwork is processed.

E. ☐ NEW-- TWO ACCOUNTS — Check this box if you want to begin your direct deposit and use two accounts and/or different banks. Complete Item G & I. Have the bank(s) complete item H. Direct deposit will start within six weeks from the time the paperwork is processed.

F. ☐ STOP/ CHANGE — Check this box if you wish to stop using direct deposit, or if you wish to change your existing direct deposit to one of the preceding. To stop, just sign under Item I. Direct deposit will be stopped within 15 days from the time your payroll officer submits the necessary paperwork. You do not need to complete any other items. To change, fill out another Direct Deposit Form and submit to your banking institution for signature before returning to your payroll officer. Direct deposit will start again within six weeks from the time the paper is processed.

G. **ACCOUNT NUMBER INFORMATION.** Choose which of the following three OPTIONS you want in direct depositing your net paycheck, and fill in other necessary information:

CHECK ONLY ONE OPTION	SAVINGS	CHECKING
☐	Deposit 100% of net to savings.	Deposit none to checking.
☐	Deposit none to savings.	Deposit 100% to checking.
	Deposit exactly $________ each pay period to savings.	Deposit the remainder to checking.

H.

	SAVINGS INSTITUTION INFORMATION ONLY	CHECKING INSTITUTION INFORMATION ONLY
NAME & ADDRESS OF FINANCIAL: INSTITUTION:	____________________ ____________________ ____________________ ____________________	____________________ ____________________ ____________________ ____________________
ROUTING NUMBER::	____________________	____________________
ACCOUNT NUMBER:	____________________	____________________
	We, the above designated institution, have verified that the **ACCOUNT NUMBER INFORMATION** shown above is correct. **SIGNATURE OF AUTHORIZED OFFICIAL:** ____________________ DATE	We, the above designated institution, have verified that the **ACCOUNT NUMBER INFORMATION** shown above is correct. **SIGNATURE OF AUTHORIZED OFFICIAL:** ____________________ DATE

I. **EMPLOYEE SIGNATURE.** I authorize and request the above indicated action be taken with regard to my account at the bank, credit union, or savings and loan, stated above. This authorization revokes all prior notifications as to my net pay. (If this form is establishing accounts, I understand that the bank, credit union, or savings and loan company reserves the right to cancel this agreement by notice to me.)

Signature: ______________________________ **Date:** ____________________